



CTE COLLECTION – DIRECT ENTRY

ENTERING CTE INFORMATION

CTE participants are high school juniors or seniors who have completed specific coursework that qualifies the school for participation in the Carl Perkins grant program.

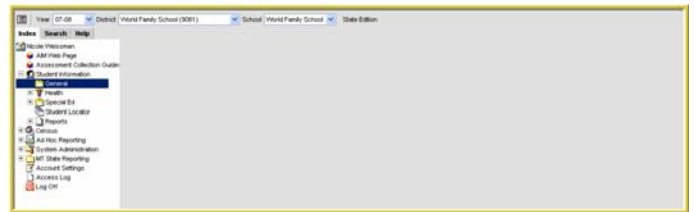
Transfer students who enter the district during the collection window should also be entered.

CTE participants are entered in the spring, with follow-up data entered the following Oct-Dec.

CTE Participants have previously been entered through the Carl D Perkins Accountability Database.

From the **Index**, expand the **Student Information** outline by clicking the plus (+) sign.

Select **General**.

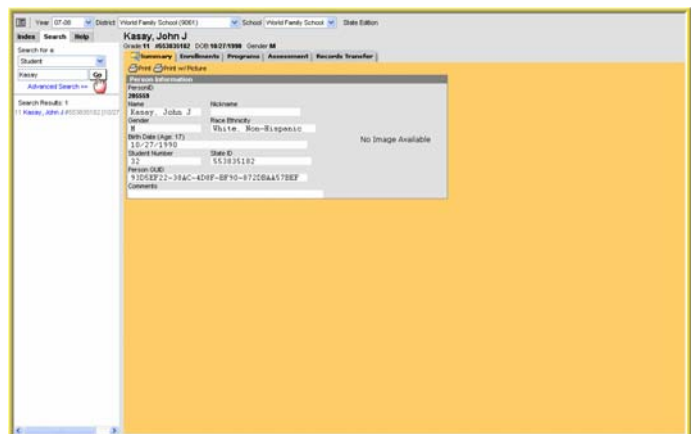


If the **Search** page does not automatically open, click **Search**.

Type in the name of a student (for a specific search) who meets the CTE participant criteria.

Click **Go**.

Click the name of the student.





ACHIEVEMENT IN MONTANA

Quick Reference Guide

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Select the **Enrollments** tab.

Open the student's current enrollment record by clicking on the edit notepad icon.

Expand the State Reporting fields by clicking the plus (+) sign.

Expand the CTE Concentrator fields by clicking the plus (+) sign again.

A CTE Concentrator is a High School Junior or Senior (or Ungraded High School student) who has earned three (3) or more credits in any CTE program area.

If the student selected meets these criteria, check the CTE Concentrator box.

***NOTE:** No other information can be entered for CTE students unless the CTE Concentrator box is checked.





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Check the Tech Prep Participant box if the student is a CTE Concentrator who has either enrolled in, or completed, two or more courses in the secondary education component of a tech prep program.

The screenshot shows the 'Kasay, John J' student record in the 'CTE Concentrator' section. The 'Tech Prep Participant' checkbox is checked and circled in red. Other options like 'Non Traditional Enrollee' and 'Student is a Single Parent' are unchecked.

Check the Non Traditional Enrollee box if the student is a CTE Concentrator who is preparing for an occupation or field of work, including a career in computer science, technology, and other emerging high skill occupations, for which individuals from one gender comprise less than 25 percent (25%) of the individuals in each such occupation or field of work.

The screenshot shows the 'Kasay, John J' student record in the 'CTE Concentrator' section. The 'Non Traditional Enrollee' checkbox is checked and circled in red. Other options like 'Tech Prep Participant' and 'Student is a Single Parent' are unchecked.

Check the Student is Single Parent box if the student is a CTE Concentrator, is unmarried or legally separated from a spouse **and** has a minor child or children for which the parent has either custody or joint custody **or** is pregnant.

*Note:

- Student is a Single Parent means that the **student** is a single parent, **not** that the student comes from a single parent household.
- A student can be a single parent **regardless** of their living arrangements (e.g., living with parents).

The screenshot shows the 'Kasay, John J' student record in the 'CTE Concentrator' section. The 'Student is a Single Parent' checkbox is checked and circled in red. Other options like 'Tech Prep Participant' and 'Non Traditional Enrollee' are unchecked.



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Indicate an Area of Concentration for the CTE Concentrator.

A student's area of concentration is the program area in which the majority of the classes are taken.

For example, if the student has four business classes, one family and consumer science class, and one industrial technology class, the student's area of concentration is business/marketing.

If there is no clear majority (2 of each area, for example) then the area of concentration is "blend".

*Note: The Area of Concentration reflects the courses the student has completed, not necessarily the field of study they are pursuing.

Post Graduation Status and Date Contacted fields must be completed for all school leavers (Graduates and Dropouts) prior to December 31st of the following school year (e.g., enter CTE data in April of 2008 – enter follow-up data in December of 2008).

*Note: Post Grad Status and Date Contacted are not required for students who have transferred out of the district.

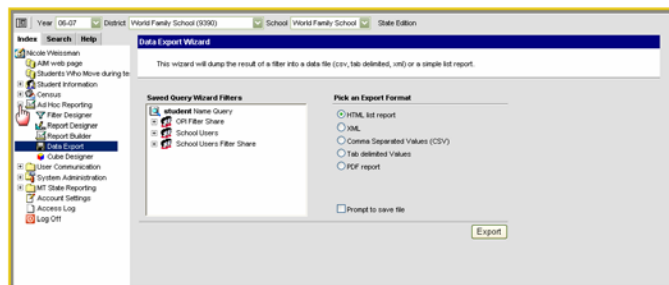


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VERIFYING CTE PARTICIPANTS

From the **Index**, expand the **Ad Hoc Reporting** outline by clicking the plus (+) sign.

Select the **Data Export** option.



Expand the *School Users* **Saved Query Wizard Filters**.

Choose *CTE Participants*.

Choose an **Export Format**.

Click **Export**.

- OR -

From the **Index**, expand the **Ad Hoc Reporting** outline by clicking the plus (+) sign.

Select Cube Designer.

Expand the School Users filter share.

Select CTE Participants.

Click View.



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AREA OF CONCENTRATION		
CODE	NAME	DEFINITION
01	Agriculture	Agricultural education develops entry-level knowledge, skills, attitudes and experiences in agricultural business, science and production. This includes careers in supplies, sales, services, product processing, natural resources, mechanics, horticulture and forestry. Agricultural education prepares the student for further education, self-employment or other entry level jobs at the semi-skilled or technical level.
07	Business	The business programs are designed to prepare students for entry-level employment in business and for further education or training. This field offers challenging and rewarding opportunities for all individuals. To be approved, business programs must be designed to educate students about business and prepare them for employment in a business occupation area or field and/or for continuing education.
20	Family & Consumer Sciences	Family and Consumer Sciences Education students have extensive academic and occupational content. Family and Consumer Sciences Education utilizes integrated academics to prepare students for: <ul style="list-style-type: none"> • Developing careers and work opportunities in Family & Consumer Sciences; • Understanding the interrelationships of work and family; and • Living together in a global and diverse community.
17	Health Sciences	The foundation of our Health Science Program is to teach essential knowledge and skills needed by healthcare providers based on the National Healthcare Skills Standards; to address the individual needs of students and post-secondary education requirements; to promote leadership, community service and scholarship, while developing community resources and healthcare partners.



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CODE	NAME	DEFINITION
08	Marketing	The marketing programs are designed to prepare students for entry-level employment in marketing and for further education or training. This field offers challenging and rewarding opportunities for all individuals. To be approved, marketing programs must be designed to educate students about marketing and prepare them for employment in a marketing occupation area or field and/or for continuing education.
21	Technology Educ/Industrial Arts	The Technology Educ/Industrial Arts programs are designed to prepare students for entry-level employment in Technology Educ/Industrial Arts for further education or training. This field offers challenging and rewarding opportunities for all individuals. To be approved, Technology Educ/Industrial Arts programs must be designed to educate students about Technology Educ/Industrial Arts and prepare them for employment in a Technology Educ/Industrial Arts occupation area or field and/or for continuing education.
40	Trade and Industrial	Trade and Industrial education programs in Montana's secondary schools must be designed to provide students in grades 11 and 12 with initial skills, knowledge and attitudes to enter industrial trade or service occupations. Program completers should reach a level of skill attainment that provides minimum competencies for entry-level employment in the Trades and Industrial occupations. Students should expect to participate in post-secondary career and technical education, on-the-job training, or supplemental study while employed.
60	Blend	CTE credits were earned in equal parts in a combination of program areas. If there is an identifiable majority of credits in a specific program area, do not use "Blend".